



City of Lemon Grove

DEPUTY CITY CLERK **Class Specification**

DEFINITION

Under general direction of the City Manager, performs a variety of complex, detailed, and highly responsible administrative and technical duties in support of the activities and services of the City Clerk's Office; assists in the preparation, custody, preservation, and distribution of official City documents and records; assists with the election process; and provides public records information.

FLSA STATUS

Exempt – Not Overtime Eligible

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager and/or his/her designee.

EXAMPLES OF DUTIES

- Oversee and participate in the coordination, preparation, and distribution of the City Council Agenda, coordinating with departmental representatives to assure the agenda items are received by the appropriate deadline and in proper format.
- Review staff reports for errors and matching agenda wording and recommendations; compose letters, memoranda, and reports; proofread reports, forms, and other typed, handwritten, graphic, or photographic information for accuracy, grammar, punctuation, math, and procedural accuracy.
- Prepare agenda for duplication including incorporation of resolution and ordinances; coordinate and oversee the duplicating process; coordinate and participate in setting-up Council meetings.
- Use multiple platforms and/or social media promoting City events, programs, and any other type of information relevant to the public.
- Take minutes of official meetings including City Council meetings, transcribe and prepare minutes; prepare minute orders, resolutions, agreements, proclamations, and ordinances in draft or final form; coordinate the review and approval of official actions with the City Council, City Manager, citizens, community groups, and others in compliance with legal requirements.
- Coordinate all functions associated with the implementation and certification of City elections.
- Assist in the supervision and maintenance of the City's record management, retrieval and storage programs; retrieve, destroy, and store records according to the established procedures and policies.
- Process Fair Political Practice Commission (FPPC) statements of economic interest for elected and appointed officials and employees, and campaign filings for office holders, candidates and committees; monitor FPPC filings pursuant to State and Federal regulations.
- Respond to requests for research and information from the City Council, City staff, and the general public regarding City codes, ordinances, and established policies and procedures; research and analyze legal or administrative issues; compile data for administrative and public reports.

- Assist in the development of goals, objectives, policies, and procedures for assigned area of responsibility.
- May serve as the City Clerk upon request or absence of the City Manager.
- Serve as Passport Acceptance Agent; accept and verify all the information needed, including qualifying documents, collect necessary fees, pictures and forms, and forward them to the U.S. Department of State for processing.
- Attend and participate in professional associations and group meetings; stay abreast of new trends and innovations in the field of City Clerk functions.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related administrative duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable federal, state, and local laws, codes, and regulations pertaining to the functions and duties of the City Clerk's Office, election laws and procedures, and Political Reform Act reporting requirements, Public Records Act requirements, Conflict of Interest Code reporting requirements, and open meeting laws and procedures; principles and practices of public records management including legal requirements necessary to develop, maintain, dispose, archive, preserve, and protect municipal records; modern office procedures, methods, equipment including computers and supporting software and imaging applications.

Ability to:

Perform complex and detailed clerical and administrative duties; handle multiple deadlines and projects; assist in the planning, organizing, and directing of the functions of the City Clerk's Office; exercise sound independent judgment within established guidelines; work with complete discretion and confidentiality; and establish and maintain effective working relationships with City staff and the general public.

EXPERIENCE AND EDUCATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three (3) years of increasingly responsible experience providing administrative staff support to City Council, Board, or Commission and/or office and records management experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration, Business Management, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Possession of, or ability to obtain a California Notary Public certification within one (1) year of appointment.

Certification or current work towards certification, from the International Institute of Municipal

Clerks as a Certified Municipal Clerk (CMC) is highly desirable

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions; may be required to work evenings, weekends and split shifts; may be required to travel outside City boundaries to attend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The class specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.